



KENYA SCHOOL OF GOVERNMENT

Empowering the Public Service

Training Calendar 2024/2025

TRAINING

RESEARCH

CONSULTANCY

ADVISORY SERVICES



TRANSFORMING THE PUBLIC SERVICE THROUGH COMPETENCY DEVELOPMENT

- I. The Kenya School of Government is responsible for the transformation of the Public Service through the development of knowledge and competencies among public servants, leading to continuous improvement in the quality of services offered to citizens. The School offers capacity-building programs on leadership and management-related issues through:
 - a. Training that is designed to promote professional expertise and public service values;
 - b. Research to improve Institutional problem-solving ability
 - c. Consultancy services to support organizational re-engineering of public institutions; and
 - d. Advisory services for policy reform
- II. The capacity development programs and services that the School offers are geared to meet the expectations of citizens in institutional performance by enabling public officials to:
 - a. Efficiently and promptly respond to citizen needs;
 - b. Make services readily available and accessible;
 - c. Discharge duties professionally;
 - d. Embrace corruption-free behaviour;
 - e. Accommodate views of citizens in decision making, and
 - f. Demonstrate patriotism by prioritizing public interest above personal interest.
- III. The School appreciates the important role that every public servant has to play in order to realize Government goals and therefore has placed on offer competency development programs for all levels and categories of public officials, from lowest ranking officers to the highest. The programs cater also to public servants in Government ministries, state corporations, constitutional commissions, the Judiciary, legislature, and County Governments. Trainees from the private sector, non-Governmental organizations and foreign countries are also welcome at the School.
- IV. The trainees attend the programs in the five KSG campuses at Baringo, Embu, Lower Kabete, Matuga and Mombasa. Online programs that are coordinated by the e-Learning and Development Institute are also available to participants.
- V. Training activities may be conducted at the clients work station or any other preferred venue.
- VI. Public servants attending KSG programs are usually either newly appointed or serving officers with considerable experience in their fields of professional practice. The caliber of faculty and trainers at the School are therefore distinguished professionals with appropriate knowledge, training, and above all, rich practical experience in Public sector leadership and management. Trainees graduating from KSG are sufficiently prepared to serve consistent with established professional standards.
- VII. The School has reviewed some of the old programs and introduced new syllabi intended to address existing shortfalls in competency of public servants and in service delivery. Training programs may also be custom-made upon request to meet specialized requirements of individual public institutions.
- VIII. Admission into the programs is subject to fulfilment of course prerequisites.
- IX. Training dates for all programs may be as far as possible scheduled to suit client convenience.
- X. Enrolment in all training programs is open. More information may be obtained at www.ksg.ac.ke

I. Schedule 1: Courses Pricing Charges (Inclusive of VAT)

		Lower Kabete	eLDi	Mombasa	Embu	Baringo	Matuga
A.	Training Courses						
1.	ONE (1) WEEK-Standard Services						
a.	Residential	60,649	60,649	60,649	60,649	60,649	60,649
2.	ONE (1) WEEK-Executive Services						
a.	Residential	79,576	81,502	79,576	79,576	79,576	79,576
b.	Non - residential	44,774	46,700	44,774	44,774	44,774	44,774
3.	TWO (2) WEEKS-Standard Services						
a.	Residential	113,666	113,666	113,666	113,666	113,666	113,666
4.	TWO (2) WEEKS-Executive Services						
a.	Residential	154,675	154,675	154,675	154,675	154,675	154,675
b.	Non - residential	77,236	77,236	77,236	77,236	77,236	77,236
5.	THREE (3) WEEKS- Standard Services						
a.	Residential	156,507	169,860	156,507	156,507	156,507	156,507
6.	THREE (3) WEEKS- Executive Services						
a.	Residential	215,800	254,950	215,800	215,800	215,800	215,800
b.	Non - residential	97,800	136,950	97,800	97,800	97,800	97,800
7.	FOUR (4) WEEKS- Standard Services						
a.	Residential	197,618	215,229	197,618	197,618	197,618	197,618
8.	FOUR (4) WEEKS- Executive Services						
a.	Residential	255,316	305,028	255,316	255,316	255,316	255,316
b.	Non - residential	132,288	182,000	132,288	132,288	132,288	132,288
9.	SIX (6) WEEKS-Standard Services						
a.	Residential	240,357	240,357	240,357	240,357	240,357	240,357
10.	SIX (6) WEEKS-Executive Services						
a.	Residential	266,815	266,815	Ultra-modern	266,815	266,815	266,815
b.	Non - residential	189,200	189,200	189,200	189,200	189,200	189,200
B.	Consultancy and Advisory Services						
1.	Daily rate	139,200 - 177,062	139,200 - 177,062	139,200 - 177,062	139,200 - 177,062	139,200 - 177,062	139,200 - 177,062
2.	Reimbursable Expenses						
	DSA for trainers/Admin charges	Covered by client or KSG as indicated in the quotation as agreed with the client					

		Lower Kabete	eLDi	Mombasa	Embu	Baringo	Matuga
	Transport for trainers/Admin charges	Covered by client or KSG as indicated in the quotation as agreed with the client					
C.	Off Site Programs (Conducted outside KSG Campuses)						
1.	Group-based Daily Rate						
a.	Below 25 Pax	118,042	118,042	118,042	118,042	118,042	118,042
2.	Participant-based daily rate						
a.	Above 25 Pax	4,722	4,722	4,722	4,722	4,722	4,722
b.	Reimbursable Expenses						
	DSA for trainers/Admin charges as per SRC rates or as agreed with client						
	Transport for trainers/Admin charges as per rates agreed with client						
D.	Online Programs						
1.	One(1) week	31,900	31,900	31,900	31,900	31,900	31,900
2.	Two (2) Weeks	46,400	46,400	46,400	46,400	46,400	46,400
3.	Three (3) Weeks	71,340	71,340	71,340	71,340	71,340	71,340
4.	Four (4) Weeks	92,800	92,800	92,800	92,800	92,800	92,800
5.	Six (6)Weeks	125,280	125,280	125,280	125,280	125,280	125,280

CUSTOMER SERVICE EXCELLENCE TRAINING PROGRAMS COST

	PROGRAM	DURATION			
No.			Residential	Non-Residential	Package
1.	CSE program for PSs	1 day	-	46,319	Executive
2.	CSE program for executives	3 days	-	84,216	Executive
3.	CSE program for senior managers	5 days	127,728	77,198	Executive
4.	CSE program for frontline officers	5 days	127,728	77,198	Executive
5.	CSE program for quality standard Assessors	10 days	255,455	154,396	Executive
6.	CSE program for Technical officers	4 weeks	296,415	181,958	Standard

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2024-2025 CONSOLIDATED TRAINING CALENDAR

EXECUTIVE LEADERSHIP PROGRAMS						
No.	CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS/INSTITUTE	DATES
1.	AOP	Accounting Officers Program	5 Days	Accounting Officers in Ministries, State Corporations, Constitutional Commissions, Legislature, Judiciary and Independent offices	Matuga	July 15 - 19, 2024 Nov 18 -22, 2024 Mar 10 - 14, 2025 June 9 - 13, 2025
					Mombasa Baringo Lower Kabete	On request
2.	AOPC	Accounting Officers Program for County Governments	5 Days	Accounting Officers in the County Governments, County Assemblies, Executive and its entities	All campuses	On Request
3.	LPNT	Leadership Program for National Transformation	7 Weeks	Public officials and other individuals poised to take up responsibilities in formulation and stewardship of strategies for national transformation in whichever role.	Lower Kabete	On Request
4.	TLC	Transformative Leadership Course	5 Days	Public officials and other individuals responsible for institutional and business re-engineering in their organizations.	Baringo	Nov 11 - 15, 2024 Feb 24 - 28, 2025 May 19 - 23, 2025
					Embu	Nov 4 – 8, 2024 Mar 3 – 7, 2025 June 9 – 13, 2025

2024-2025 CONSOLIDATED TRAINING CALENDAR

					Matuga	Oct 14 - 18, 2024 Mar 10 - 14, 2025 May 19 - 23, 2025
					Mombasa	Dec 2 - 6, 2024 Mar 24 - 28, 2025
					Lower Kabete	Nov 11 - 15, 2024 Mar 24 - 28, 2025
5.	SLDP	Strategic Leadership Development Programme	6 Weeks	Officers in leadership and policy making roles, typically in Job Grades N and above, and their equivalent.	Baringo	Aug 5-Sep 13, 2024 Sep 16 - Oct 25, 2024 Oct 28 - Dec 6 , 2024 Jan 20 - Feb 28, 2024 Feb 3 - Mar 14, 2024 Apr 14-May 23,2025 May 12-Jun 20, 2025
					Embu	July 15 -Aug 23,2024 Oct 7- 15 Nov , 2024 Jan 20 -Feb 28, 2024 Mar 31 - May 9 2025 May12 -Jun 20, 2025
					Matuga	July 15 -Aug 23, 2024 Aug 26- Oct 4, 2024 Sep 9 - 18, 2024 Oct 28- Dec 6 , 2024 Feb 3-Mar 14, 2025 Apr 28- June 6, 2025
					Mombasa	July 1 - Aug 9, 2024 July 15 -Aug 23, 2024 Sep 16 - Oct 25, 2024 Nov 4 - Dec 13, 2024

2024-2025 CONSOLIDATED TRAINING CALENDAR

						Jan 20 – Feb 28, 2024 Feb 3-Mar 14, 2025 Mar 17– Apr 25, 2025 Mar 31 – May 9 2025 Apr 28- June 6, 2025 May 12– Jun 20, 2025
					Lower Kabete	July 1-Aug 9, 2024 Aug 19 – Sep 27, 2024 Sep 2 – Oct 11, 2024 Sep 23 – Nov 1, 2024 Nov 4 – Dec 13, 2024 Jan 6-Feb 14, 2025 Feb 3 – Mar 14, 2024 Feb 17-Mar 28, 2025 Mar 31 – May 9 2025 May 12 –Jun 20, 2025
	SLDP	Strategic Leadership Development Program	10 Weeks Blended (Online/Physical)	Officers in leadership and policy making roles, typically in Job Grades N and above, and their equivalent.	Baringo	Sept 2 - Nov 8, 2024 Nov 11-Jan 17, 2025 Jan 20-March 28, 2025 March 31-June 6, 2025 June 16 – Aug. 22, 2025
					Embu	July 1-Sept. 6, 2024 Aug 5-11Oct, 2024 Sept 2 - Nov 8, 2024 Oct. 7-13Dec. 8, 2024 Jan 20-March 28, 2025 Feb. 10-Apr.18, 2025 March 31-June 6, 2025 April 21-27 Jun 2025
					Lower Kabete	Aug 5 – Oct 11, 2024

2024-2025 CONSOLIDATED TRAINING CALENDAR

						Oct 7-Dec 13, 2024 April 21-27 Jun 2025
					Matuga	Aug 12-Oct 18, 2024 Jan 20-28 Mar,2025 April 21-27 Jun 2025
					Mombasa	July 29 – Oct 4, 2024 Aug 5- Oct 11, 2024 Oct. 7– Dec. 13, 2024 Jan 20-March 28, 2025 March 31 - June 6, 2025 June 16 – Aug. 22, 2025
6.	BPR	Business Process Reingeneering	5 Days	Senior officers in organizations responsible for processes and systems.	Lower Kabete	Sep 30-Oct 4, 2024 Mar 10-14, 2025 June 9-13, 2025
					Embu	Sep 16 - 20, 2024 Mar 24 - 28, 2025
					Matuga	Sep 16-20, 2024 Jan 20-24, 2025
MANAGEMENT DEVELOPMENT PROGRAMS						
	CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS/INSTITUTE	DATES
7.	SMC	Senior Management Course	20 Days	Middle level managers in the public service typically in Job Grades K and	Baringo	Aug 19 – Sep 13, 2024 Sep 16 - Oct 11, 2024 Oct 14 – Nov 8, 2024 Nov 11– Dec 6, 2024 Jan 6 – 31, 2025

2024-2025 CONSOLIDATED TRAINING CALENDAR

				their equivalent in private sector.		Feb 3 – 28, 2025 Mar 3 – 28, 2025 Apr 7 – May 2, 2025 May 5 – 30, 2025 June 2 – 27, 2025
					Embu	Jul 29-Aug 23, 2024 Aug 26 –Sept 20,2024 Sep 9 – Oct 4 Oct 7 – Nov 1, 2024 Nov 4 – 29, 2024 Jan 6 – 31, 2025 Feb 3 – 28, 2025 Mar 3 – 28, 2025 Apr 7 – May 2, 2025 May 5 – 30, 2025 June 2 – 27, 2025
					Lower Kabete	July 15 – Aug 9, 2024 Aug 15 – 30, 2024 Sep 2 – 27, 2024 Sep 30 – Oct 25, 2024 Oct 28 – Nov 22, 2024 Jan 6 – 31, 2025 Feb 3 – 28, 2025 Mar 3 – 28, 2025 Apr 7 – May 2, 2025 May 5 – 30, 2025 June 2 – 27, 2025
					Matuga	July 15 – Aug 9, 2024 Aug 19– Sep 13, 2024 Sep 23 – Oct 18, 2024 Nov 4 – 29, 2024 Jan 6 – 31, 2025 Feb 3 – 28, 2025 Mar 3 – 28, 2025

2024-2025 CONSOLIDATED TRAINING CALENDAR

						Apr 7 – May 2, 2025 May 5 – 30, 2025 June 2 – 27, 2025
					Mombasa	July 15 – Aug 9, 2024 Aug 12 – Sep 6 Sep 9 – Oct 4 Oct 7 – Nov 1, 2024 Nov 4 – 29, 2024 Jan 6 – 31, 2025 Feb 3 – 28, 2025 Mar 3 – 28, 2025 Apr 7 – May 2, 2025 May 5 – 30, 2025 June 2 – 27, 2025
8.	SMC	Senior Management Course	8 Weeks Blended (Online/Physical)	Middle level managers in the public service typically in Job Grades K and their equivalent in the private sector.	Baringo	Aug 5-Sep 27, 2024 Oct 7-Nov 29, 2024 Jan 20-Mar 14, 2025 Apr 7-May 30, 2025
					Embu	July 8-Aug 30, 2024 Aug 26 – Oct 18, 2024 Sept 2 - Oct 25, 2024 Oct 21-Dec 13, 2024 Jan 20-Mar 14, 2025 Feb 3-Mar 28, 2025 Mar 17-May 9, 2025 Apr 7-May 30, 2025 May 5-June 27, 2025
					Lower Kabete	Aug 5-Sep 27, 2024 Oct 14 -Dec 6, 2024 Feb 3-Mar 28, 2025 May 5-June 27, 2025

2024-2025 CONSOLIDATED TRAINING CALENDAR

					Matuga	July 29 – Sep 20, 2024 Oct 7 – Nov 28, 2024 Jan 20-14 Mar, 2025 Apr 7-30 May, 2025
					Mombasa	July 29 – Sept 20, 2024 Sept 2 - Oct 25, 2024 Jan 20-Mar 14, 2025 Apr 7-May 30, 2025 June 1 – July 25, 2024
9.	ATI	Access to Information in the Public Service Course	5 Days	Heads of Departments who bear the responsibility of coordination and release of Information within the law.	Lower Kabete	Oct 28 - Nov 1, 2024 Jan 27 - 31, 2025 May 5 - 9, 2025
10.	GMU	Governance & Management of Urban Areas & Cities	10 Days	Officers involved in planning implementation, monitoring and evaluation of development programs in all levels of government and other development agencies.	Mombasa	July 1 – 12, 2024 Oct. 21 – 1 Nov. 2024 Dec. 2 – 13, 2024 Feb. 3 – 14, 2025 May 12 - 23, 2025 June 30 – July 11, 2025
11.	MSA	Management of Student Affairs in Universities and Tertiary Institutions	10 Days	Prepares officers in charge of student affairs, University heads of departments, deans, deans of students and		

2024-2025 CONSOLIDATED TRAINING CALENDAR

				Deputy Vice Chancellors to manage student relations amidst expanding enrollments; changing demographics; and increased expectations from the greater campus community, parents, and external constituents.		
12.	MSME	Management of Micro, Small and Medium Enterprises	5 Days	Organizations, Technical and other qualified persons (0 level leavers) Ex-Servicemen, potential entrepreneurs (Women and youth), and the retirees from public service.	Baringo	Nov 25-29, 2024 Feb 10-14, 2025 May 12-16, 2025
13.	PPFI	Public Policy Formulation Implementation and Analysis	5 Days	Manager responsible for developing policies.	Matuga	July 1-5, 2024 May 26-30, 2025
14.	BPR	Business Process Re-engineering	5 Days	Senior officers in organizations	Lower Kabete	Sep 30-Oct 4, 2024 Mar 10-14, 2025 June 9-13, 2025

2024-2025 CONSOLIDATED TRAINING CALENDAR

				responsible for processes and systems.	Embu	Sep 16 - 20, 2024 Mar 24 - 28, 2025
					Matuga	Sep 16-20, 2024 Jan 20-24, 2025
15.	YLP	Young Leaders Development Program	5 Days	Student leaders from universities & middle level colleges.	Lower Kabete	Aug 19-23, 2024 Apr 14-18, 2025 June 23-27, 2025
					Embu	Oct 7-11, 2024 May 5-9, 2025
					Mombasa	Sep 9 – 13, 2024 Mar 3– 7, 2025 June 2 -6, 2025
16.	ECIPS	Essentials of Counseling in the Public Service	10 Days	HRM officers, counselors, and Heads of Departments will benefit from this program	Embu	Aug 26-Sep 6, 2024 Nov 11-22, 2024 Feb 10-21, 2025 Apr 14-25, 2025
					Mombasa	July 15 - 26, 2024 Nov 11 - 22, 2024 Feb 10 - 21, 2025 May 5 - 16, 2025
17.	ECPS	Essential Counseling Skills Program	10 Days Blended		Embu	On Request
18.	TOT	Training of Trainers	10 Days	Training practitioners, training managers, public officials, and private sector practitioners responsible for	Baringo	Sep 9-20, 2024 Mar 10-21, 2025
					Embu	Aug 19-30, 20224 Nov 18-29, 2024 Apr 7-18, 2025

2024-2025 CONSOLIDATED TRAINING CALENDAR

				facilitation of programs	Lower Kabete	Aug 19-30, 2024 Dec 2-13, 2024 Apr 7-18, 2025 June 16-27, 2025
					Matuga	Sep 9-20, 2024 Mar 3-14, 2025
					Mombasa	On request
19.	TOT-O	Training of Trainers (Blended online)	20 Days		Baringo	Oct 21- Nov 15, 2024 Mar 3-28, 2025
					Embu	Oct 14-25, 2024 Mar 25-Apr 4, 2025
					Matuga	May 12-6 June, 2025
					Mombasa	On request
20.	YEA	Youth Entrepreneurship in Agriculture	10 Days	Youth interested in agribusiness such as crop and animal husbandry, agro-processing, manufacturing of inputs and animal feeds etc	Embu	Nov 11-22, 2024
					Matuga	Nov 11-22, 2024
					Lower Kabete	Oct 14-18, 2024 Feb 3-7, 2025 May 12-16, 2025
21.	EYSE	Entrepreneurship for Youth engaged in SMEs	5 Days	Youth from various sectors within the economy.	Embu	Mar 3-7, 2025
					Lower Kabete	Aug 12-16, 2024 May 12-16, 2025

2024-2025 CONSOLIDATED TRAINING CALENDAR

					Matuga	July 1-5, 2024
					Mombasa	Aug 5 -9, 2024
22.	ADR	Alternative Dispute Resolution and Restoration Program	1 Week	Officer who play mediation and conflict resolutions in National and County Government, State Corporations, Development Agencies Water bodies providers, NGOs and private sectors	Embu	Sept 23-27, 2024 May 19-23, 2025
23.	MSPS	Management of Social Protection Services	2 Weeks	Social Protection practitioners in National and County Governments, NGOs, and civil society organizations	Lower Kabete Embu Mombasa	On Request
PUBLIC SERVICE INDUCTION PROGRAMS						
	CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS/INSTITUTE	DATES
24.	IPS	Induction Program for the Public Service	10 Days	Newly appointed, redeployed, re-designated or promoted officers at all levels	All Campuses	On request
25.	IPSA	Induction Program for Special Advisors	5 Days	Officials engaged to provide specialized policy or strategic support.	All Campuses	On Request

2024-2025 CONSOLIDATED TRAINING CALENDAR

26.	PIPI	Public Service Induction Program for Interns	5 Days	Persons interested in joining the public service on internship program from training institutions.	All Campuses	On request
PUBLIC SERVICE ETHICS AND INTEGRITY PROGRAMS						
	CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS/INSTITUTE	DATES
27.	VESO	Public Service Values and Ethics Program for Senior Officers.	3 Days	Senior officials in public and private sector organizations.	Matuga	Mar 10-12,2025
28.	VEMO	Public Service Values and Ethics for Managerial Officers	5 Days	Middle Level managers in the national and county governments.	All campuses	On request
29.	PSV	Professional Standards & Values in the Public Service	5 Days	Officers managing QMS in Ministries, Departments, Agencies and Counties	Embu	Mar 10-14, 2024 May 19-23, 2025
COMMUNICATION DEVELOPMENT PROGRAMS						
	CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS/INSTITUTE	DATES
30.	CMM	Conduct of Meetings and Minute Writing	5 Days	Officers in public and private sector organizations responsible for	Baringo	Feb 17-21, 2025
					Embu	Nov 4 -8, 2024 Apr 14-18, 2025

2024-2025 CONSOLIDATED TRAINING CALENDAR

				chairing or taking minutes in meetings	Lower Kabete	July 15-19, 2024 Sep 9-13, 2024 Nov 25-29, 2024 Jan 20-24, 2025 Mar 24-28, 2025 June 9-13, 2025
					Matuga	Nov 25-29, 2024
					Mombasa	July 22 – 26, 2024 Mar 3 – 7, 2025 June 9– 13, 2025
31. 4	RWC	Report Writing Course	5 Days	Officers responsible for preparation of reports	Baringo	Feb 17-21, 2025
					Embu	Sep 9-13, 2024 Feb 3-7, 2025
					Lower Kabete	July 29-Aug 2, 2024 Oct 14-18, 2024 Dec 2-6, 2024 Feb 3-7, 2025 Apr 21-25, 2025 June 23-27, 2025
					Matuga	Sep 23-27, 2024 Apr 14-18, 2025
					Mombasa	Feb 10 – 14, 2025 Apr 21 - 25, 2025 June 2 – 6, 2025
32.	PEEM	Government	5 Days	Senior officers,	Baringo	Feb 17-21, 2025 June 23-27, 2025

2024-2025 CONSOLIDATED TRAINING CALENDAR

		Protocol, Etiquette and Events Management		protocol officers, event managers, Front office staff, and other interested persons	Embu	July 1-5, 2024 Nov 4-8, 2024 Feb 10-14 ,2025
					Lower Kabete	July 15-19, 2025 Oct 28-Nov 1, 2024 Feb 10-14, 2025 May 12-16, 2025 June 23-27, 2025
					Matuga	Oct 7-11, 2024 June 23-27,2025
					Mombasa	Oct 7 - 11, 2024 Feb 3 – 7, 2025 May 19 – 23, 2025
33.	PRCC	Public Relations & Customer Care	10 Days 20 Days (ONLINE)	Officers responsible for customer engagement in National and County government, as well as Non – government	Baringo	July 8-19, 2024 Sep 16-27, 2024
					Baringo (Online)	On Request
					Embu	July 1-12, 2024 Sep 9-20, 2024 Nov 11-22, 2024
					Embu (Online)	On Request
					Lower Kabete	July 8-19, 2024 Oct 14-25, 2024
					Matuga	July 8-19, 2024 Sept 2-13, 2024 Oct 28-7 Nov, 2024 Nov 18-29, 2024

2024-2025 CONSOLIDATED TRAINING CALENDAR

						Dec 2-13, 2024 Jan 20-31, 2025 Feb 24- 7 Mar, 2025 Mar 31- Apr 11, 2025 April 14-25, 2025 May 19-30, 2025 June 23-4 July, 2025
					Matuga (Online)	Aug 5-30, 2024 Nov 4-29,2024 Mar 3-28, 2025 May 5-30, 2025
					Mombasa	July 15 – 26, 2024 Sep 9 - 20, 2024 Nov 11-22, 2024
34.	CCT	Customer Care Course	1 Week	Front office staff, secretaries and personal assistants in the Public Service, private sector and Non-governmental Organizations (NGOs)	Embu	Aug 19-23,2024 Mar 10-14,2025
CUSTOMER SERVICE EXCELLENCE PROGRAMS (IN COLLABORATION WITH HUDUMA KENYA SECRETARIAT)						
	CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS/INSTITUTE	DATES
35.	CSEE	Customer Service Excellence Program for	3 Days	The Program targets executives in the Public and Private Sector. The Program		July 22-24, 2024 October 28-30, 2024 February 24-26, 2025 May 19-21, 2025

2024-2025 CONSOLIDATED TRAINING CALENDAR

		Executives		is recommended for Principal Secretaries, Heads of Organizations, Industry Leaders and Directors in Ministries, Departments, Agencies and Counties (MDACs)		
36.	CSEM	Customer Service Excellence Program for Senior Managers	5 Days	This Program is intended for senior managers in the Public Service, Private and Non-Governmental Organizations (NGO)		July 15-19, 2024 October 14-18, 2024 January 20-24, 2025 April 14-18, 2025
37.	CSEF	Customer Service Excellence Program for Frontline Officers	5 Days	The Program targets all officers working at the frontline desks or counters in Huduma Centres and any other customer facing departments, sections and organizations. They include: customer care officers from Government Ministries, Departments, Agencies and Counties (MDACs); Non-Governmental Organizations		August 5-9, 2024 November 4-8, 2024 February 10-14, 2025 May 5-9, 2025 October 7-11, 2024

2024-2025 CONSOLIDATED TRAINING CALENDAR

				(NGOs) and the private sector.		
38.	CSEQ	Customer Service Excellence Program for Quality Standard Assessors	10 Days	This training is intended for officers who wish to be trained as CSE Quality Standard Assessors/Auditors in the Public Service, the Private Sector and Non-Governmental Organizations (NGOs)		July 1-12, 2024 November 4-15, 2024 April 28 - May 9, 2025 June 9-13, 2025
39.	CSET	Customer Service Excellence Program for Technical Officers	4 Weeks	The training is intended for officers in technical cadres in the Public, private and Non-Governmental Organizations (NGO) sectors who are responsible for delivery of services to customers. This presupposes some variations in objectives, learning outcomes, content and methodology depending on the level of participants.		August 19 - September 13, 2024 November 25-29, 2024 January 6-31, 2025 March 10-21, 2025 May 26 - June 20, 2025

SUPERVISORY SKILLS DEVELOPMENT PROGRAM

2024-2025 CONSOLIDATED TRAINING CALENDAR

	CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS/INSTITUTE	DATES
40.	MOA	Management Course for Office Administrators	20 Days	Senior office administrators in ministries, county Governments and state corporations	Baringo	May 5- 30, 2025
					Embu	Sep 2 - 27, 2024 Nov 4- 29, 2024 Jan 20 – Feb 14, 2025 May 5 - 30, 2025
					Matuga	July 22-Aug 16, 2024 Mar 24-Apr 18, 2025
					Lower Kabete	July 29-Aug 23, 2024 Feb 10-Mar 7, 2025 May 19-June 13, 2025
					Mombasa	Nov 18 - Dec 13, 2024 Feb 3 – 28, 2025 April 7 – May 2, 2025
41.	MSC	Management Skills Course (Supervisory Management Skills Course)	4 Weeks	Supervisors in JG "G" and above or equivalent	Baringo	Sep 2-27, 2024 Feb 3-28, 2025 May 5-30, 2025
					Embu	July 8-Aug 2, 2024 Nov 4-29 2024 Mar 3-28,2025
					Matuga	Sep 2-27, 2024 Feb 3-28, 2025
					Mombasa	Sep 2 - 27, 2024 Oct 28- Nov 22, 2024

2024-2025 CONSOLIDATED TRAINING CALENDAR

						Feb 3 – 28, 2025 Apr 7 – May 2, 2025 June 2 - 27, 2025
42.	HSC	Hospitality Skills Development Course	10 Days	Officers working in housekeeping, front office, food and beverage production and service, event management, tour and travel operators among other areas in the hospitality industry	Baringo	Sep 9-20, 2024 Jan 13-24, 2025 May 12-23, 2025
					Embu	July 15-26, 2024 Sep 16-27, 2024 Nov 4-15, 2024 Feb 3-14, 2025 May 5-9, 2025
					Lower Kabete	Aug 12-23, 2024 Mar 10-21, 2025 May 19-30, 2025
					Matuga	Sep 30-Oct 11, 2024 Mar 10-21, 2025
					Mombasa	On request
43. 6	SSDC	Supervisory Skills Development Course	10 Days	Officers from National and County Government responsible for sections and service delivery units. They include officers in charge of front office, office administrative services, public communication,	Embu	July 1-12, 2024 Oct 7-18, 2024 Nov 4-15, 2024
			20 Days (ONLINE)		Embu (Online)	Nov 4-29, 2024
					Baringo	July 1-12, 2024 Sep 16-27, 2024 Nov 18-29, 2024

2024-2025 CONSOLIDATED TRAINING CALENDAR

				human resource sections, records management, accounts, finance, supply chain management, and any other first line supervisors and team leaders.	Baringo (Online)	July 3-14, 2024 Sept 16-27, 2024 Nov 18-29, 2024
					Lower Kabete	July 15-26, 2024 Aug 12-23, 2024 Sep 16-27, 2024 Oct 14-25, 2024 Nov 11-22, 2024 Dec 2-13, 2024
					Matuga	July 29-Aug 9, 2024 Nov 25-Dec 6, 2024 Jan 13-24, 2025 Feb 17-28, 2025 Mar 17-28, 2025 April 7-18, 2025 May 5-16, 2025 June 9-20, 2025
					Matuga (Online)	July 8- Aug 2, 2024 Sep 30-Oct 25, 2024 Nov 18 - Dec 13 2024 Jan 27-Feb 21, 2025 Apr 21-May 16,20225 June 2-27,2025
					Mombasa	July 8 – 19, 2024 Aug 12 – 23 , 2024 Sep 9 - 20, 2024 Oct 7- 18, 2024 Nov 18 – 29, 2024 Dec 2 – 13, 2024
					Embu	July 1-12, 2024

2024-2025 CONSOLIDATED TRAINING CALENDAR

						Oct 7-18, 2024 Nov 4-15, 2024
					Embu (Online)	Nov 4-29, 2024
					Baringo	July 1-12, 2024 Sep 16-27, 2024 Nov 18-29, 2024
44.	RMC	Records Management Course	20 Days	Officers responsible for maintenance of records	Baringo	Oct 7- Nov 1, 2024 Mar 3- 28, 2025 May 5-23, 2025
					Embu	Aug 5-30, 2024 Apr 7-May 2, 2025
					Lower Kabete	July 29-Aug 23, 2024 Nov 11-Dec 6, 2025 Feb 10-Mar 7, 2025 May 19-June 13, 2025
					Matuga	Aug 19-Sep 13, 2024 Jan 27- Feb 21, 2025 May 5-30, 2025
					Mombasa	Sep 2 – 27, 2024 Mar 3 - 28, 2025 June 2 – 27, 2025
45.	SERM	Skills Enhancement Course in Records Management	10 Days		Baringo	Sept 9-20, 2024 Nov 11 – 22, 2024 Feb 17- 28, 2025
46.	PCC	Proficiency Course for Clerical Officers	10 Days	Officers preparing to sit proficiency	Embu	July 7 – 18, 2025 July 21– Aug 1, 2025

2024-2025 CONSOLIDATED TRAINING CALENDAR

				examination	Mombasa	July 15 - 26, 2024
					Baringo Lower Kabete Matuga	On Request
47.	RPP	Retirement Planning Program	5 Days	All employees in the public service	Baringo	Sep 23-27, 2024 Mar 3-7, 2025 May 5-9, 2025
					Embu	July 22-26, 2024 Oct 14-18, 2024 Feb 10-14, 2025 June 9-13, 2025
					Lower Kabete	July 15-19, 2024 Sep 16-20, 2024 Nov 25-29, 2024 Jan 27-31, 2025 Mar 17-21, 2025 May 26-30, 2025
					Matuga	July 29-Aug 2, 2024 Nov 25-29, 2024 Apr 7-11, 2025 June 9-13, 2025
					Mombasa	July 15 - 19, 2024 Aug 19- 23, 2024 Sep 9 – 13, 2024 Oct 21 - 25, 2024 Nov 18 – 22, 2024 Dec 2 – 6, 2024 Jan 27– 31, 2025 Feb 10 – 14, 2025 Mar 3 – 7, 2025

2024-2025 CONSOLIDATED TRAINING CALENDAR

						Apr 21 – 25, 2025 May 19 - 23, 2025 June 16 - 20, 2025
48.	PSEC	Proficiency Skills Enhancement Course	20 Days	Officers in Job Group “A” to “G”	Matuga	May 5–30, 2025
					Mombasa	July 15 – Aug 9, 2024
49.	ECS	Essential Computer Skills Course	10 Days	All officers in need of computer skills	Embu	Jan 13- 24, 2025
					Mombasa	Oct 14 – 25, 2024 Mar 17 – 28, 2025 June 16– 27, 2025
HUMAN RESOURCE AND PERFORMANCE MANAGEMENT PROGRAMS						
	CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS/INSTITUTE	DATES
50.	MDDP	Management of Discipline and Disciplinary Processes in the Public Sector	5 Days	Human Resource Directors, HR Managers, HR officers, Public Administrators, Chief Officers, CPSB Members and Board Secretaries.	Mombasa	On request
					Embu	Dec 2-6, 2024
					Lower Kabete	Oct 14-18, 2024 Jan 20-24, 2025 May 5-9, 2025
51.	CBPS	Collective Bargaining in the Public Service	5 Days	Employers and workers representatives, industrial relations practitioners (trade unions, HR and line	Mombasa Baringo Embu	On request

2024-2025 CONSOLIDATED TRAINING CALENDAR

				managers, senior managers, mediators, conflict management specialists, labor inspection team and public service boards)		
52.	PIM	Productivity Improvement and Measurement	5 Days	Human resource directors and managers, development officers and quality assurance officers	Embu	Aug 19-23, 2024 May 5-9, 2025
					Baringo	July 15-19, 2024 Sep 23-27, 2024 Apr 21-25, 2025
					Lower Kabete	Nov 11-15, 2024 Mar 10-14, 2025 June 9-13, 2025
					Matuga	Sep 16-20, 2024
					Mombasa	On request
53.	JEP	Job Evaluation in the Public Service	5 Days	Heads of HR function/ HR managers, members of public service boards, line managers, supervisors/ heads of departments, job analysts, members of job description analysis committees.	Mombasa Embu	On request
54.	DMP	Dispute Mediation in the Public Service	5 Days	Middle and senior level managers.	Lower Kabete	On request

2024-2025 CONSOLIDATED TRAINING CALENDAR

FINANCE AND PROCUREMENT MANAGEMENT PROGRAMS						
	CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS/INSTITUTE	DATES
55.	FNF	Finance for Non Finance Managers	5 Days	Officers handling financial responsibilities but have no formal training in finance	Mombasa	July 8 – 12, 2024 Sep 15 - 20, 2024 Nov 18 - 22, 2024 Mar 17 - 21, 2025 May 5 - 9, 2025
					Lower Kabete	Nov 4-8, 2024 Mar 17-21, 2025 May 26-30, 2025
					Embu	Sep 23 -27, 2024 Mar 10-14 ,2025
56.	FIPSAS	Financial Reporting Under IPSAS Accrual	5 Days	The Program targets Officers and Managers involved in Public Finance Management. These include; Finance Officers, Accountants and Auditors.	Lower Kabete	July 22-26, 2024 Oct 14-18, 2024 Feb 3-7, 2025 June 9-13, 2025
57.	IPSAS	International Public Sector Accounting Standards	15 Days	Accountants, finance officers, asset managers and auditors.	Lower Kabete	Sep 23-27, 2024 Dec 2-6, 2024 Mar 10-14, 2025 June 16-20, 2024
					Embu	Sep 16-Oct 4, 2024

2024-2025 CONSOLIDATED TRAINING CALENDAR

	PPCM	Public Procurement & Contract Management	5 Days	Senior managers and Accounting officers responsible for providing general oversight of the procurement process.	All Campuses	Nov18-22,2024 Feb24-28,2025 May 5-9 2025
58.	FARA	Financial Accounting, Reporting and Analysis	5 Days	Accounts, finance and treasury officers in the public sector.	Lower Kabete	Aug 12-16, 2024 Nov 25-29, 2024 Apr 7-11, 2025 June 23-27, 2025
					Embu	Jan 27-31, 2025
59.	PBB	Program Based Budgeting	5 Days	Heads of Departments, County Chief officers, Finance officers, Economists, and Budget officers of National and County Governments.	Lower Kabete	Aug 19-23, 2024 Mar 3-7, 2025 June 9-13, 2025
					Mombasa	On request
PROJECT MANAGEMENT AND ENVIRONMENTAL PROGRAMS						
	CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS/INSTITUTE	DATES
60.	ESSD	Environmental and Social Safeguards in Development	10 Days	Political and community leaders, heads of MDAs, and project planners & managers in both public and private sector	Lower Kabete	Nov 11-22 2024 May 19-30 2025
61.	SRM	Social Risk Management in	5 Days	Engineers, social specialists,	Lower Kabete	July 29-2 Aug2024 Dec 9-13 2024

2024-2025 CONSOLIDATED TRAINING CALENDAR

		Development		environmental specialists, legal officers and decision makers responsible for project implementation.		April 21-25 2025
62.	GGCE	Green Growth and Circular Economy	5 Days	Policy and senior managers at the national and county government, public sector agencies, NGOs and private sector actors.	Lower Kabete	July 22-26 2024 Dec 9 - 13 2024 April 21-25 2025
63.	CPPB	Climate Change Policy, Planning and Budgeting	10 Days	Officers in environment, agriculture, planning sectors and public agencies responsible for project management	Lower Kabete	Sep 23-27 2024 Dec 2-6 2024 March 10-14 2025 June 16-20 2025
64.	IEIA	Integrated Environmental Impact Assessment and Audit in Development	15 Days	Trainers, practitioners, managers, non-governmental organizations and other interest groups responsible for development projects.	Lower Kabete	Oct 7 -25,2024 March 9-28,2025
65.	PMER	Project Monitoring, Evaluation & Reporting	10 Days	All public officers responsible for project management	Lower Kabete	Aug 19-30 2024 Nov 18-29 2024 Feb 10-21 2025 May 12-23 2025

2024-2025 CONSOLIDATED TRAINING CALENDAR

66.	PDM	Project Development & Management	20 Days	Project managers, engineers, architects, surveyors, and other professionals responsible for developing and managing projects	Lower Kabete	Sep 2-27 2024 Jan 13-Feb 7 2025 April 28-May 23 2025
67.	PPM	Project Planning and Management	20 Days	Project managers, planners, agricultural officers, economists, human resource managers and other professionals responsible for project planning and management	Lower Kabete	Nov 11-Dec 6 2024 April 14-May 9 2025
68.	RBME	Results-Based Monitoring & Evaluation	20 Days	Officers responsible for project development and management from all sectors.	Lower Kabete	July 15-26 2024 Jan 20-31 2025
69.	GGCE	Green Growth and Circular Economy	5 Days	Policy and senior managers at the national and county government, public sector agencies, NGOs and private sector actors Technical officers both at the national and county governments, public sector agencies, NGOs and private sector actors	All campuses	On Request

2024-2025 CONSOLIDATED TRAINING CALENDAR

70.	GCPM	Green Growth & Circular Economy for Policy Makers	3 Days	Technical officers both at the national and county governments, public sector agencies, NGOs and private sector actors	All campuses	On Request
71.	IEIA	Integrated Environmental Impact Assessment and Audit in Development	15 Days	Trainers, practitioners, managers, non-governmental organizations and other interest groups responsible for development projects.	All campuses	On Request
72.	CPPB	Climate Change Policy, Planning and Budgeting	10 Days	Officers in environment, agriculture, planning sectors and public agencies responsible for project management	All campuses	On Request
73.	CFM	County Climate Change Funding Mechanism	5 Days	Policy and Senior Managers at the National and County Governments, State Corporations and Agencies, NGOs and Private Sector Actors	All campuses	On Request
74. 1 5	PMER	Project Monitoring, Evaluation & Reporting	10 Days	All public officers responsible for project management	Lower Kabete	Aug 19-30, 2024 Nov 18-29, 2024 Feb 10-21, 2025 May 12-23, 2025

2024-2025 CONSOLIDATED TRAINING CALENDAR

					Embu	Feb 3-14, 2025
					Matuga Mombasa	On Request
75.	PPM	Project Planning and Management	20 Days	Project managers, planners, agricultural officers, economists, human resource managers and other professionals responsible for project planning and management	Baringo	June 16-20, 2025
					Mombasa	Sep 2-27, 2024 Oct 28-Nov 22, 2024 Feb 3-28, 2025 May 5 - 30, 2025
					Embu	Sep 2-27, 2024 Feb 3-28, 2025 May 12-June 6, 2025
					Lower Kabete	Nov 11-Dec 6, 2024 Apr 14-May 9, 2025
					Matuga	Oct 14-Nov 8, 2024 Apr 7-May 2, 2025
76.	PDM	Project Development & Management	20 Days	Project managers, engineers, architects, surveyors, and other professionals responsible for developing and managing projects	Lower Kabete	Sep 2-27, 2024 Jan 13-Feb 7, 2025 Apr 28-May 23, 2025
					Embu	Nov 4-29, 2024 June 2-27, 2025

2024-2025 CONSOLIDATED TRAINING CALENDAR

77.	RBME	Results-Based Monitoring & Evaluation	10 Days	Officers responsible for project development and management from all sectors.	Baringo	June 16-27, 2025
					Embu	Nov 4-15, 2024
					Lower Kabete	July 15-26, 2024 Jan 20-31, 2025
					Matuga	July 29-9 Aug, 2024
					Mombasa	Aug 12 - 23, 2024 Dec 2 – 13, 2024 Mar 10 – 21, 2025 May 5 - 16, 2025
e- LEARNING AND ICT PROGRAMS						
	CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS/INSTITUTE	DATES
78.	CSC	Cyber Security	5 Days	Information Technology (IT) professionals in National and County Governments and the private sector handling information Security	eLDi	Oct 21 – 25, 2024 Feb 24 – 28, 2025

2024-2025 CONSOLIDATED TRAINING CALENDAR

79.	DPP	Data Protection	5 Days	Officers involved in personal data management including officers working in data protection, records management,	eLDi	Aug 12 – 16, 2024 Oct 28 – Nov 1, 2024 Feb 17 – 21, 2025 May 12 – 16, 2025
		Data Protection Online	10 Days	human resource, ICT, finance, customer relations, legal and security. Officers involved in personal data management including officers working in data protection, records management, human resource, ICT, finance, customer relations, legal and security.	eLDi	Sept 16 – 27, 2024 Jun 17 – 28, 2025
80.	DAP	Data Analytics	10 Days	Officers who require data analytics to inform decision-making including Statisticians, Analysts, Auditors & Economists	eLDi	Sept 23 – 27, 2024 May 26 – 30, 2025

2024-2025 CONSOLIDATED TRAINING CALENDAR

81.	AED	Advanced Excel for Data Modelling	5 Days	Managers/ officers who need to improve their office productivity in MS Excel for enhanced reporting, data analysis and use of formulas and functions.	eLDi	Sept 16 -20, 2024 Oct 14 – 18, 2024 Mar 17 – 21, 2025
82.	IFMIS	Programs for: <ul style="list-style-type: none"> Accountants AIE Holders Auditors Hyperion Planning & Budgeting Procurement ICT Officers 	5 days	Relevant officers using IFMIS in National and County Governments	eLDi	On request/ Supplementary calendar
83.	IPPD	Integrated Personal Database (IPPD)/Electronic Human Resource Information System (eHRIS)	5 days	Human Resource Officers and Payroll Management Officers in National and County Government entities	eLDi	On request/ Supplementary calendar
84.		Payroll Administration Management	10 Days	Human Resource Officers and Payroll Management Officers in National	eLDi	Sept 9 – 20, 2024 Nov 25 – Dec 6, 2024 Feb 3 – 14, 2025

2024-2025 CONSOLIDATED TRAINING CALENDAR

				and County Government entities		
85.	PAD	Payroll Administration for Directors	3 Days	Human Resource Directors and Senior Managers in National and County Government entities	eLDi	Sept 30 – Oct 4, 2024 June 2 – 6, 2025
86.	DDEP	Designing and Developing e-learning Programs	10 Days	Officers working in ICT or Training departments who intend to become proficient in eLearning course production.	eLDi	Nov 4 – 15, 2024 May 19 – 30, 2025
87.	ERM	Electronic Records Management	3 Weeks	Records and information management officers who include officers working in accounts, stores, registry, personnel and library	eLDi	July 29 – Aug 16, 2024 Jan 27 – Feb 14, 2025
88.	KM	Knowledge Management	5 Days	Officers in human resource, communication, information, library, knowledge management, ICT	eLDi	Sept 2 – 6, 2024 Nov 25 – 25 Mar 24 – 28, 2025 June 9 – 13

2024-2025 CONSOLIDATED TRAINING CALENDAR

				and those who manage knowledge in National and County Government entities and non-state actors		
89.	FMWB	Financial Management for Project Accountants Implementing Government and World Bank Funded projects	10 Days	Project accountants, finance managers with less than three years' experience in a government project financed by the World Bank Project	eLDi	<u>2024</u> Aug 19 – 30 Nov 11 – 22 <u>2025</u> Mar 3 -14
90.	AFWB	Advanced Financial Management for Project Accountants Implementing Government and World Bank Funded Projects	10 Days	Project accountants, finance managers with more than three years' experience in a government project financed by the World Bank Project	eLDi	<u>2025</u> May 5 - 16
SECURITY MANAGEMENT INSTITUTE						
	CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS/INSTITUTE	DATES

2024-2025 CONSOLIDATED TRAINING CALENDAR

91.	PVES	Prevention and Control of Violent Extremism Course for Senior Officers	5 Days	Senior security officers in JG P and above	Lower Kabete	July 15 -26, 2024 Oct 14 – 18, 2025 Feb3 -7, 2025 May 5 – 9, 2025
92.	PVEM	Prevention and Control of Violent Extremism Course for Middle Level Officers	10 Days	Middle level officers in JG M-N	Lower Kabete	Aug 12 – 23, 2024 Nov 11 – 22, 2024 Apr 7 – 18, 2025
93.	VPC	Critical Infrastructure and VIP Protection	5 Days	Protocol Officers and officers involved in securing VIPs	Lower Kabete/Mombasa	Oct 21 -25, 2024 Nov 25 -29, 2024
94.	CMPB	Conflict Management and Peace Building	10 Days	Middle level Administrators in both National and County Governments	All Campuses	Sep 9 – 20, 2024 Feb 10 – 21, 2025 May 5 – 16, 2025
95.	KCBM	Kenya Coordinated Border Management	10 Days	All Border Control & Operations Coordination Committee (BCOCC) Members, National Security Agencies.	Mombasa	Aug 12 – 23, 2024 Oct 14 – 25, 2024 Mar 3 – 14, 2025
96.	BCS	Border Control and Safety Program	5 Days	All Border Control & Operations Coordination Committee (BCOCC) Members, National Security Agencies.	Lower Kabete/Mombasa	July 22 – 26, 2024 Sept 16 – 20, 2024 Nov 25 – 29, 2024 Mar 17 – 21, 2025

2024-2025 CONSOLIDATED TRAINING CALENDAR

MARGARET KENYATTA INSTITUTE FOR GENDER AND SOCIAL DEVELOPMENT						
	CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS/INSTITUTE	DATES
97.	WSCP	Wellness and Self Care Program	5 days	The Wellness and Self-Care Program targets the following: health officers, psychologists, social development officers, human resource development officers, uniformed officers, counsellors, teachers/lecturers/tutors, administrators, supervisors, line managers and the clergy.	Sep 30 – Oct 4 2024	Embu
					Jan 13 – 17, 2025	Mombasa
					June 16 – 20, 2025	Lower Kabete
98.	WLP	Women Leadership Development Program	5 Days	Women leaders and women preparing for leadership positions in public service or private sector and men interested in this field.	July 8-12,2024	Mombasa
					Nov 4-8, 2024	Lower Kabete
99.	EWL	Executive Women	5 Days	Women in executive	Aug 12-16,2024	Mombasa

2024-2025 CONSOLIDATED TRAINING CALENDAR

		Leadership Program		positions in public service or private sector.	Dec 2-6,2024	Lower Kabete
					Sep 16 – 20, 2024 Nov 18 – 22, 2024 Feb 17 – 21, 2024 May 12 – 16, 2025	Embu
100.	WPL	Women in Political Leadership Course	5 Days	Women political leaders and women preparing for political leadership.	Oct 14-18, 2024	Lower Kabete
					Jan 27-31, 2025	Embu
101.	TLCW	Transformative Leadership Program for County Women Executives	5 Days	Women executives in county governments.	Nov 18-22,2024	Mombasa
					March 18-22,2025	Lower Kabete
					Nov 4-8, 2024 Feb 10-14, 2025 May 12-16, 2025	Embu
					July 22-26,2024	Lower Kabete

2024-2025 CONSOLIDATED TRAINING CALENDAR

102.	GDP	Gender in Development Planning Course	5 Days	All public officers in the National, and County Governments who are responsible for gender and social development and participants from the private sector.	March 31 - April 11, 2025	Matuga
103.	SFGM	Sustainable Approaches to Eradication of Female Genital Mutilation	5 Days	Administrators, law enforcers, educators and counselors. Professionals responsible for managing female genital mutilation programs from national and county governments, private sector, and community-based organizations and Non-Governmental Organizations	Feb 3-7, 2025	Baringo
					May 19-23, 2025	Lower Kabete
104.	GMD	Gender Mainstreaming in Development	5 Days	Managers, supervisors and officers responsible for planning, budgeting and implementation of development programs	Feb 17-21,2025	Lower Kabete
					June 9-13,2025	Mombasa

2024-2025 CONSOLIDATED TRAINING CALENDAR

105.	CRB	Child-Responsive Budgeting	5 Days	Directorate of Children Services (DCS) and National Council for Children Service (NCCS) staff; Planning, accountants, procurement, Human Resource and finance officers from Ministries, Departments, Agencies and Counties (MDACs); and non-state actors involved in child protection services.	Aug 26-30,2024	Embu
					March 24-28, 2025	Lower Kabete
106.	MCPS	Management of Child Protection Services	10 Days	Children Officers Participants will be exposed to managerial skills and attributes that safeguard practices to improve the protection of vulnerable children.	Sep 23-Oct 4, 2024	Lower Kabete

2024-2025 CONSOLIDATED TRAINING CALENDAR

107.	LPSG	Leadership Program for Spouses of Governors	5 Days	The recommended participants for this Program are the spouses of governors	Nov 25 – 29, 2024	Lower Kabete
INSTITUTE FOR DEVOLUTION STUDIES						
	CODE	PROGRAM	DURATION	RECOMMENDED CATEGORY OF STAFF	CAMPUS/INSTITUTE	DATES
108.	GMDS	Governance and Management of Devolved Systems	5 Days	Senior officers in the county government	Mombasa	On Request
109.	PCG	Human Resource Planning for County Governments	5 Days	This program is designed for County Executive Committee Members, County Directors, County Chief Officers, County Secretaries, Members of County Public Service Boards, and County Assembly Service Board.	Baringo	On Request
110.	CRGE	County Revenue Generation Skills Enhancement Course	5 Days	County employees responsible for revenue generation, collection and control.	All Campuses	On Request

2024-2025 CONSOLIDATED TRAINING CALENDAR

111.	CFM	County Climate Change Funding Mechanism	5 Days	Policy and Senior Managers at the National and County Governments, State Corporations and Agencies, NGOs and Private Sector Actors	Embu Matuga	On Request
112.	CHRM	County Human Resource Management	5 Days	Human resource management and development officers, secretariat of public service boards, and county human resource advisory committee members.	Mombasa Matuga	On Request
113.	LCD	County Leadership Course	5 Days	Newly Employed Directors	Embu	On Request
114.	CSPS	County Social Protection Services	5 Days	Officers responsible for social protection services in Counties.	Embu	Sep. 16– 20, 2024 Nov. 11 – 15, 2024 March 10 - 14, 2025 June 16 – 20, 2025
115.	ECOR	Enhancement of County Own-Source Revenue	5 Days	County officers responsible for generation, and management of revenue from local resources	All Campuses	On Request

ROAD SAFETY PROGRAMS IN COLLABORATION WITH NATIONAL TRANSPORT AND SAFETY AUTHORITY (NTSA)

	CODE	PROGRAM	DURATION	RECOMMENDED	CAMPUS/INSTITUTE	DATES
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2024-2025 CONSOLIDATED TRAINING CALENDAR

				CATEGORY OF STAFF		
116.	FRS	Fundamentals to Road Safety Program	5 Days	Managers, administrators, fleet managers, and training and security personnel from across the national government, county government, and other non-state actors in road safety	Nairobi	July 8 – 12, 2024 July 15 – 19, 2024 July 22– 26, 2024 July 29 – Aug 2, 2024
					Embu	July 8 – 12, 2024 July 15 – 19, 2024 July 22 – 26, 2024 July 29 – Aug 2, 2024
117.	LRS	Leadership for Road Safety Program	5 Days	Public servants involved in policy making and implementation, Private sector policy practitioners, Civil society leaders, Leaders of faith-based organizations	Nairobi	Aug 12 – 16, 2024 Aug 19 – 29, 2024
					Embu	Aug 19 – 29, 2024
118.		Induction on Road Safety Management for County Transport and Safety Committees	5 Days	County Transport and Safety Committees (CTSCs), Technical support/secretariat members, NTSA, Council of Governors	All campuses	Sept – Dec, 2024
119.	RTPP	Road Transport Policy, Planning and Management	10 Days	Directors and managers in government ministries,	Embu	Jan 20-31, 2025
					Mombasa	Mar 3 -14, 2025

2024-2025 CONSOLIDATED TRAINING CALENDAR

				<p>departments and agencies at national, sub-national levels and county levels in the road transport sector and road safety sectors, Officers and persons in charge of road transport and road safety in corporate and private sector, Advocates from Government and civil society organizations, Individuals from non-governmental organizations and other non-profit organizations who champion better road safety laws and regulations, Regional and international road safety actors, Road safety managers for PSV and HCV operators and companies, Urban planners and engineers dealing with road transport and safety, Individuals from relevant parliamentary committees and other parliamentary staff</p>	Nairobi	May 5 – 16, 2025
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2024-2025 CONSOLIDATED TRAINING CALENDAR

				interested in road safety.		
120.	RRD	Road safety Research and Data Analytics	10 Days	<p>Road Safety policy Makers, Officers dealing with data in various government MDAs and county government, CECM in charge of transport in counties, Liaison and focal officers in government MDAs dealing with road safety mainstreaming</p> <p>Road Transport and Road Safety Researchers, Road Safety Officers in government, Academia and University Students, Road Safety Data Coordinators</p> <p>Regional and International road safety players, Officers and persons in charge of road transport and road safety in corporate and private sector, Civil Society and NGO and Non</p>	Baringo	<p>Sep 2-13, 2024</p> <p>Oct 14-25, 2024</p>
					Embu	Nov 4 – 15, 2024
					Matuga	June 2 – 13, 2025
					Mombasa	Feb 10 – 21, 2025
					Nairobi	March 3 – 14, 2025

2024-2025 CONSOLIDATED TRAINING CALENDAR

				State actors/officers		
121.	RAS	Road safety advocacy and Strategy	10 Days	Civil Society and NGO and Non State actors/officers, Media practitioners, Road safety managers Parliamentarians Committee of road transport and road safety in parliament/County assemblies, Government managers dealing with road safety, Road safety policy makers	Matuga	Oct 21-Nov 1, 2024
					Mombasa	Feb 10 – 21, 2025
					Nairobi	March 3 – 14, 2025
122.	RCA	Road Safety Compliance Audit Program	10 Days	Road safety officers, Operations personnel of PSV SACCOS and companies, Line managers and supervisors within the organization's safety management system, Transport managers and officers in ministries, state corporations and agencies	Baringo	July 15 – 26, 2024
					Embu	Aug 5 – 16, 2024
					Matuga	Sept 16 – 27, 2024
					Mombasa	Nov 18 – 29, 2024
					Nairobi	Feb 24 – Mar 7, 2025

2024-2025 CONSOLIDATED TRAINING CALENDAR

123.	RSQ	Road Safety Quality Assurance	10 Days	Quality assurance officers, driving school inspectors, driver test examiners and driving instructors.	Baringo	July 15 – 26, 2024
					Embu	Aug 5 – 16, 2024
					Matuga	Sept 16 – 27, 2024
					Mombasa	Nov 18 – 29, 2024
					Nairobi	Feb 24 – Mar 7, 2025
124.	RSCB	Road Safety Strategic Communication & Behavior Change	10 Days	Road safety practitioners, road safety officers, driving instructors, emergency responders, media and other related professions.	Mombasa	Aug 19 – 30, 2024
					Nairobi	Sept 2 – 13, 2024
125.	RCRM	Road Crash Risk Management Program	5 Days	Road safety practitioners, road safety enforcement officers; NTSA, traffic police, County enforcement officers, driving instructors, emergency responders and other related professions.	Baringo	Aug 12 – 16, 2024
					Embu	Sept 16 – 20, 2024
					Matuga	Oct 28 – Nov 1, 2024
					Mombasa	April 7 – 11, 2025
					Nairobi	May 12 – 16, 2025
126.	TCE	Traffic Law Compliance and Enforcement	15 Days	All officers whose job description includes enforcement of traffic laws	Baringo	July 8 – 26, 2024
					Embu	Aug 12 – 30, 2024
					Matuga	Nov 11- 29, 2024

2024-2025 CONSOLIDATED TRAINING CALENDAR

		Program			Mombasa	May 5 – 23, 2025
					Nairobi	June 2 – 20, 2025
127.	DSM	Driving School Management	15 Days	Driver instructors.	Baringo	July 8 – 26, 2024
					Embu	Aug 12 – 30, 2024
					Matuga	Nov 11- 29, 2024
					Mombasa	May 5 – 23, 2025
					Nairobi	June 2 – 20, 2025
128.	DISP	Driving Instructors Skills Program	15 Days	Driver instructors.	Baringo	Aug 12 – 30, 2024
					Embu	Nov 11- 29, 2024
					Matuga	May 5 – 23, 2025
					Mombasa	June 2 – 20, 2025
					Nairobi	July 8 – 26, 2024
129.	DEP	Driver Test Examinations Program	10 Days	Driver examiners, driving instructors and quality assurance officers	Baringo	Sep 16-27, 2024
					Embu	Nov 4 – 15, 2024
					Matuga	Oct 21-Nov 1, 2024
					Mombasa	Feb 10 – 21, 2025
					Nairobi	March 3 – 14, 2025

2024-2025 CONSOLIDATED TRAINING CALENDAR

130.	SMP	Speed Management Program	3 Days	All drivers, speed limiter providers, managers and enforcers.	Baringo	July 8 – 10, 2024
					Embu	Aug 5 – 7, 2024
					Matuga	Sep 9 – 11, 2024
					Mombasa	Feb 10 – 12, 2024
					Nairobi	April 7 – 9, 2024
131.	RTSC	Road and Traffic Safety for Children	10 Days	Government officers involved in children programs, Road safety traffic marshals, Teachers, Civil Society, NGO and Non State actors/officers Children handlers, Drivers, Road construction engineers Police Transport managers Education managers	Baringo	July 15 – 26, 2024
					Embu	Aug 5 – 16, 2024
					Matuga	Sept 16 – 27, 2024
					Mombasa	Nov 18 – 29, 2024
					Nairobi	Feb 24 – Mar 7, 2025
132.	RSM	Road Safety Marshals Program	5 Days	Law enforcement officers; NTSA, traffic police, County enforcement officers, construction site marshals/flaggers and other related professions.	Baringo	Aug 26 – 30, 2024
					Embu	Oct 14 – 18, 2024
					Matuga	Nov 25 – 29, 2024
					Mombasa	Jan 27 – 31, 2024
					Nairobi	Mar 3 – 7, 2024
133.	RCIP				Baringo	July 15 – 26, 2024

2024-2025 CONSOLIDATED TRAINING CALENDAR

		Investigation Program	10 Days	transport management agencies investigation officers - NTSA, KENHA, KURRA, KERRA, County government traffic enforcement unit, Law enforcement and accident investigation agencies-Traffic police, Insurance companies, and any other road Safety Professionals.	Embu	Aug 5 – 16, 2024
					Matuga	Sept 16 – 27, 2024
					Mombasa	Nov 18 – 29, 2024
					Nairobi	Feb 24 – Mar 7, 2025
134.	PER	Post-Crash Emergency Response and Care	10 Days	Policy makers Officials in voluntary organizations, Transport and road engineers, Medical personnel, Road safety professionals, Law enforcers, Researchers, Lecturers in universities and colleges teaching road safety	Baringo	Sep 16-27, 2024
					Embu	Nov 4 – 15, 2024
					Matuga	Oct 21-Nov 1, 2024
					Mombasa	Feb 10 – 21, 2025
					Nairobi	March 3 – 14, 2025
135.	EPL	Executive Program for Legislators	5 Days	Parliamentary/County committee health, budget, security and transport, Legal Officers.	Mombasa	Jan 27 – 31, 2024

2024-2025 CONSOLIDATED TRAINING CALENDAR

136.	RSCP	Road Safety Communication Program	5 Days	Specifically for communication specialists, media actors, journalists in Government, county Governments, Media Houses, NGOs, INGOs and Private Sector entities.	Mombasa	Sept 16 – 20, 2024
					Matuga	Oct 28 – Nov 1, 2024
					Nairobi	April 7 – 11, 2025
137.	FSE	Fundamentals on Road Safety for Engineers	5 Days	Civil Engineers, Automotive engineers, Transportation Engineers, Urban Planners, Road Safety Auditors, Traffic Management Professionals.	Baringo	Aug 12 – 16, 2024
					Embu	Sept 16 – 20, 2024
					Matuga	Oct 28 – Nov 1, 2024
					Mombasa	April 7 – 11, 2025
					Nairobi	May 12 – 16, 2025
138.	RSM	Road Safety Mainstreaming	5 Days	County Executive Committee Members (CECMs), MDAs, State Corporations, County Transport and Safety Committees (CTSC), Transport managers/administrators, traffic law enforcers (Gazetted Officers), Road Safety Mainstreaming Committees, and non-state actors in road safety	Mombasa	Sept 16 – 20, 2024
					Nairobi	Oct 28 – Nov 1, 2024

139.	CSE	Customer Service Excellence	5 Days	Civil Engineers, Automotive engineers, Transportation Engineers, ,Urban Planners, Road Safety Auditors, NTSA, Traffic Management Professionals)	All campuses	On Request
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Detailed information about the programs can be accessed at KSG website: www.ksg.ac.ke

For more information, contact us:

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